



Haslingden High School and Sixth Form

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July 2022

Dear applicant

I am delighted that you are interested in the post of **Receptionist / Administrative Assistant** at Haslingden High School. This position has arisen due to a re-organisation within the team.

The successful candidate will play a key role within the school by providing an effective reception service as part of a highly effective team. Whilst the role is primarily based on reception, there may be occasions where the successful candidate would be required to cover the reprographics department and to assist with the administration in the school office.

We are seeking hard-working, committed and enthusiastic applicants who are able to communicate effectively face to face, on the phone and by email. The school reception is the gateway to the school and is a particularly busy environment. The successful candidate will need to think on their feet and remain calm under pressure. Applicants should have excellent interpersonal, organisational and ICT skills, and be able to work effectively alone, or as part of a team.

The position is 21 hours per week with days and working hours being agreed by negotiation. If you have a preference for which days and times you would like to work, please state this in your application.

The position is term-time only plus 3 Inset days.

If you are interested in this post, please complete the application form and return to school by **Monday 18 July 2022 at 9.00am**, with interviews scheduled for later that week.

If you are interested in applying for this position please complete an application form and submit this together with a letter which outlines your relevant experience, the reason you have applied for the post and why you feel you are a strong candidate. Please limit your letter to no more than one side of A4 paper, size 12 font.

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

I look forward to receiving your application for this post.

Best wishes

Russell Clarke
Headteacher

'Achievement for All'